



Fees

Valid from 1 April 2021 to 31 March 2022

CIH Awarding Organisation

Introduction

The Chartered Institute of Housing (CIH) is the independent voice for housing and the home of professional standards. Our goal is simple – to provide housing professionals and their organisations with the advice, support and knowledge they need to be brilliant. CIH is a registered charity and not-for-profit organisation. This means that the money we make is put back into the organisation and funds the activities we carry out to support the housing sector. We have a diverse membership of people who work in both the public and private sectors, in 20 countries on five continents across the world. Further information is available at: www.cih.org

CIH is the awarding organisation (AO) for housing qualifications and we are dedicated to providing the highest quality, relevant and up-to-date qualifications for everyone in housing.

The CIH has been offering housing qualifications at all levels for many years and achieved its first AO status in 2000. CIH qualifications are nationally recognised and regulated by:

- Office of the Qualifications and Examinations Regulator (Ofqual) for England and Northern Ireland - <https://www.gov.uk/government/organisations/ofqual>
- Qualifications Wales - <http://qualifications.wales/?lang=en>
- Scottish Qualifications Authority Accreditation (SQA Accreditation) in Scotland- <http://accreditation.sqa.org.uk/accreditation/home>
- CCEA Regulation in Northern Ireland - http://ccea.org.uk/regulation/about_us



Mandatory centre fees

New centre approval

£715

On receipt of a centre approval application form, centres will be charged a non-refundable fee of £715 to cover the process for centre approval.

Annual centre registration

£570

An annual fee of £570 is chargeable to all approved centres. It covers the 12 month period from the date of initial approval for the following services:

- Annual external quality assurer visit
- Annual centre forum
- Administration and other support
- Moodle access

Supplementary fees for services available to centres

Approval to deliver an additional qualification

£350

On receipt of an application to deliver a new qualification/additional unit/s form, where a centre has applied to deliver an entirely new qualification, centres will be charged a non-refundable fee of £350 to cover the approval process including the approval of associated assessment tasks.

Approval to deliver additional unit/s

£50

On receipt of an application to deliver a new qualification/additional unit/s form, where a centre has applied to deliver additional units for a qualification that it already has approval for, centres will be charged a non-refundable fee of £50 per unit to cover the approval process including the approval of associated assessment tasks.

Additional external quality assurance visit

£550

If centres require additional support visits, these are chargeable at £550 per day (inclusive of expenses).

Additional external quality assurance/moderation support

£175

If centres require additional quality assurance or moderation support this is chargeable at £175 per day.

Assignment approval (third submission) per assignment

£37 +VAT

Centres are required to have assignments approved for units of qualifications. This service is not charged for on the first and second attempt. However, if the assignment must be reviewed a third time a charge to contribute to this cost will be made.



Standard qualification fee per learner

Centres will be charged a non-refundable fee for each learner that they register with CIH for a qualification or unit/s. An e-certificate is provided for every learner achieving a qualification as part of the standard qualification fee. If the learner requires a printed certificate an additional fee is chargeable.

Centres must register learners on the most appropriate qualification or combination of units. If a learner defers and returns to learning within a year, the centre will not be invoiced again provided the learner is still aiming to complete the original qualification or combination of units that they are registered against.

The standard qualification fee reflects the most likely combination of units learners will be undertaking to achieve the qualification. If the learner takes more than the minimum number of units these will be charged at the per unit rate.

Scheme code	Qualification title	Min.no. of units	Fee per learner
2R04	CIH Level 2 Award in Involvement in Housing and Communities	3	£99.50
2P02	CIH Level 2 Award in Letting and Managing Residential Property	3	£99.50
2H04	CIH Level 2 Certificate in Housing Practice	4	£118.00
2A05	CIH Level 2 Certificate in Neighbourhood Maintenance	4	£118.00
5S07	CIH Certificate in Housing Practice at SCQF level 5	4	£118.00
3H13	CIH Level 3 Award in Housing Practice	3	£99.50
3R05	CIH Level 3 Award in Resident Scrutiny	2	£81.00
3A03	CIH Level 3 Certificate in Housing Maintenance and Asset Management	4	£118.00
3H14	CIH Level 3 Certificate in Housing Practice	8	£192.00
3H12	CIH Level 3 Certificate in Housing Services	4	£118.00
3P02	CIH Level 3 Certificate in Letting and Managing Residential Property	4	£118.00
3H11	CIH Level 3 Certificate in Supporting Homeless People	4	£118.00
4A08	CIH Level 4 Certificate in Managing Housing Maintenance	6	£197.00
4H09	CIH Level 4 Certificate in Housing	6	£197.00
5H01	CIH Level 5 Diploma in Housing (without L4 PP Skills unit)	5	£171.50
5H01	CIH Level 5 Diploma in Housing (with L4 PP Skills unit)	6	£197.00



The standard qualification fee per learner is calculated on the basis of entry fee plus, number of units taken based on level.

Entry fee	£44
Learner level 2/3 unit fee	£18.50
Learner level 4/5 unit fee	£25.50

Learners are able to undertake single units of the qualifications, based on the fees above (for example a learner undertaking a level 2 unit would be chargeable at £62.50 and then subsequent units of £18.50). If the learner goes on to achieve all of the units required for the qualification, a second £44 charge will be made at the point they upgrade their unit achievement to a full qualification achievement.

Associated learner fees

Replacement e-certificate charge **£37 +VAT**

Centres must check all learner details are correct at the point of claiming a e-certificate. Should a learner require a replacement e-certificate these are chargeable at £37 +VAT.

Late learner entry fee **£37 +VAT**

The late entry fee is in place to ensure that learners are registered onto qualifications in time to effectively verify and quality assure to ensure the validity of qualifications awarded. A late entry fee will be charged for each learner that is registered 6 weeks or more after the start date of the course.

Learner transfer fee **£37 +VAT**

If a learner starts a qualification but then transfers their registration to and completes a different qualification a transfer fee is chargeable along with a fee for any additional units as appropriate.